

CDBG LBP Checklist for Homebuyers Assistance

Name of Applicant _____

Date _____

Address _____

1. _____ If the house was completed prior to 1/1/78, go on to #2. If the house was completed on or after 1/1/78, **STOP**, you are done w/your LBP. Provide proof of age. Use certificate of insurance, final sign off, or occupancy date.
2. _____ Does the dwelling meet any of the exemptions listed in chapter 20 of the Grant Management Manual? If yes, **STOP**, you are done w/your LBP requirements. Use LBP-1 to document. List exemption here: _____. If not, proceed to #3.
3. _____ Provide “How to Protect Your Family From Lead” pamphlet to recipients. Retain signed receipt from recipients/occupants stating that pamphlet was received
4. _____ Prior to the purchaser being obligated to an offer, use the Lead Disclosure Notice that seller provides. This disclosure addresses any known LBP and/or LBP hazards in the house and any records pertaining to LBP mitigation. It will also state that the purchaser has 10 days to perform a LBP inspection, or that purchaser has waived that right. Ensure “Homebuyer Assistance Program Sample LBP Contract Contingency Language” is used in the purchase contract. If buyer waives inspection, sample LBP Contract Contingency Language is not required.
5. _____ Do LBP visual assessment, using CDBG form LBP-1. If no deteriorated paint is found, **STOP**, you are done w/LBP requirements. If deteriorated paint is found, do work write up, and go to #6.
6. _____ Procure DHS certified LBP contractor for paint stabilization. Prior to work being started, post or notice, and retain DHS forms 8551, *Abatement of Lead Hazards Notification*.
7. _____ Obtain proof of certification for supervisor and all workers as required. See p.20-17.
8. _____ Clearance Report, using DHS form 8552. Clearance report cannot be done by the same business entity that performed any evaluated component. Obtain proof of DHS RA certification.
9. _____ Within 15 days of LBP hazard work being finalized, notice and retain copy of Notice of Hazard Reduction Activity. Use CDBG form LBP-1.

